

Module 12

Chapter 3

China Lake Pay Demonstration

Chapter Overview

Introduction

This chapter explains how DCPDS is used to manage the personnel assigned to the China Lake Demo Project.

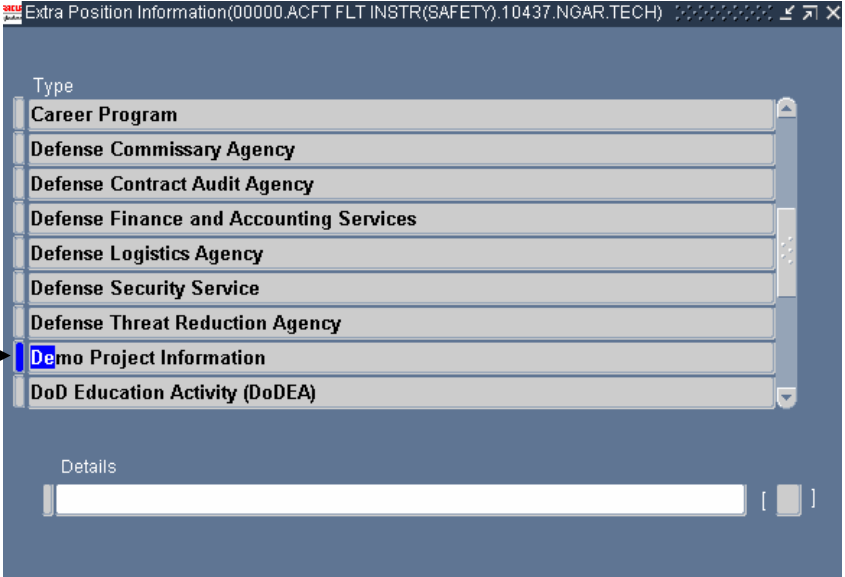
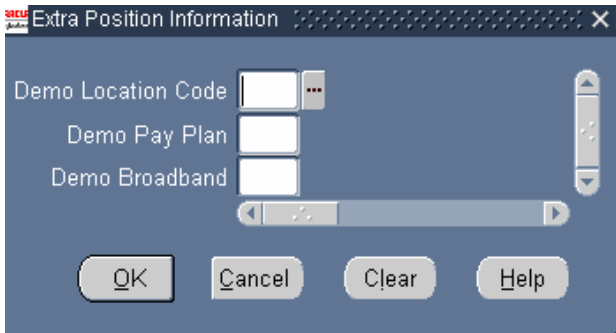
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China Lake Demo - Position Actions

Purpose This section explains the steps for building China Lake Demo Positions.

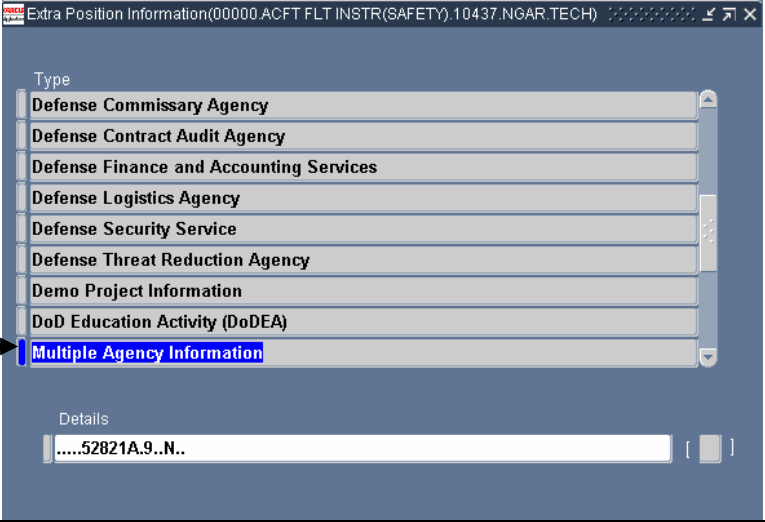
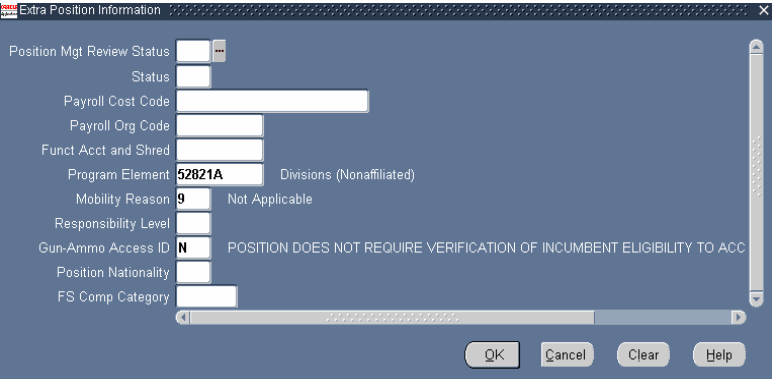
Building a China Lake Demo Position

Step	Action
1	Refer to; <ul style="list-style-type: none"> Module 2, Position Management and Classification in the DCPDS, Chapter 1, Building a Position, and follow the steps starting on Page 25 to build a China Lake Demo position.
2	<p>When completing the Extra Position Information Flexfields, select Demo Project Information first. (Do not select Navy at this point for a China Lake Demo Position.) Click the Details data field.</p> 
3	<p>The Extra Position Information window Opens. Enter the Demo Location Code (1 for China Lake). Do not fill in the Demo Pay Plan or Demo Broadband data fields which are only used with the Acquisition Workforce Demo. Click <OK>.</p> 

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China Lake Demo - Position Actions, Continued

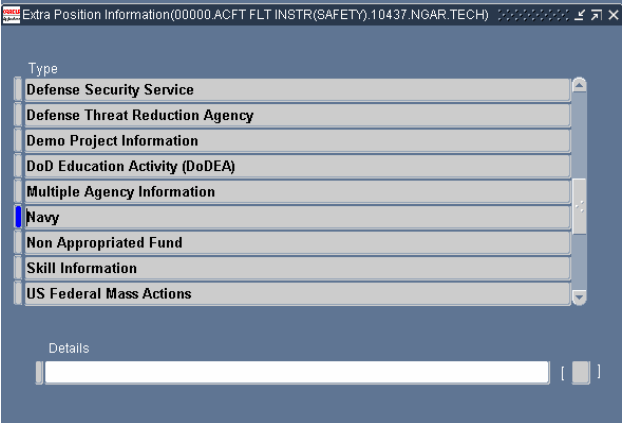
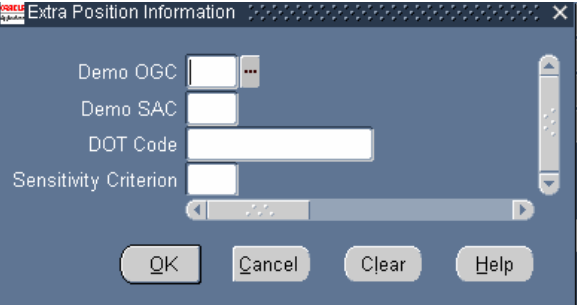
Building a China Lake Demo Position(continued)

Step	Action
4	<p>In the Extra Position Information Flexfield, select Multiple Agency Information and click in the <i>Details</i> data field.</p> 
5	<p>The Extra Position Information window opens. Enter the appropriate data. Note: These data fields will use the same values as GS Appropriated Fund positions. There is no Demo-unique information in this window. Click the <OK> button.</p> 

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China Lake Demo - Position Actions, Continued

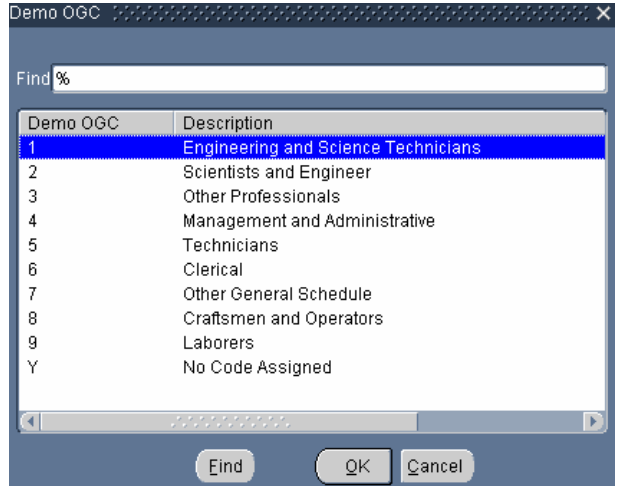
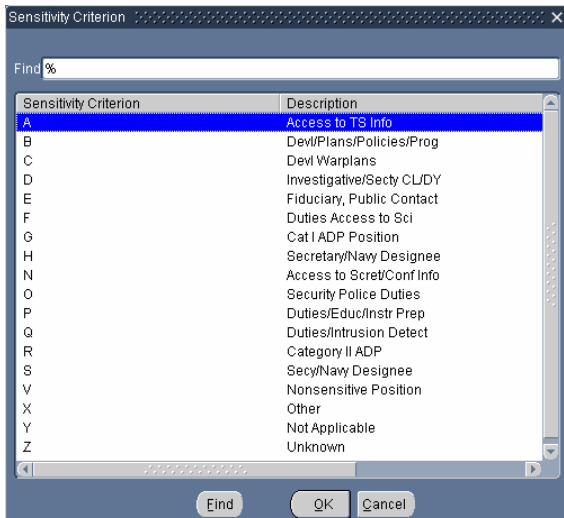
Building a China Lake Demo Position (continued)

Step	Action
6	<p>In the Extra Position Information Flexfield, select Navy and click in the <i>Details</i> data field.</p> 
7	<p>The Extra Position Information window opens. Fill in the appropriate data.</p> <p>Note: These data fields will use the same values as the GS Appropriated Fund positions. There is no Demo unique information in this window.</p> <p>In the <i>Demo OGC</i> data field, type in the data or use the LOV.</p> 

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China Lake Demo - Position Actions, Continued

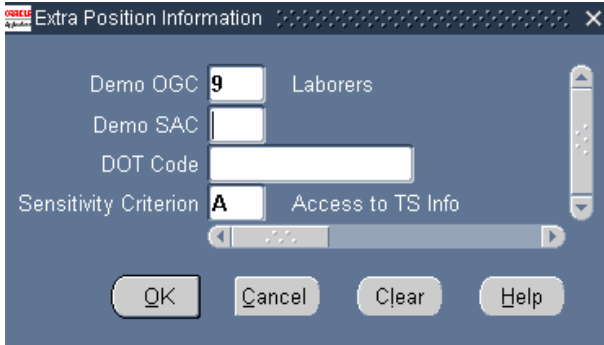

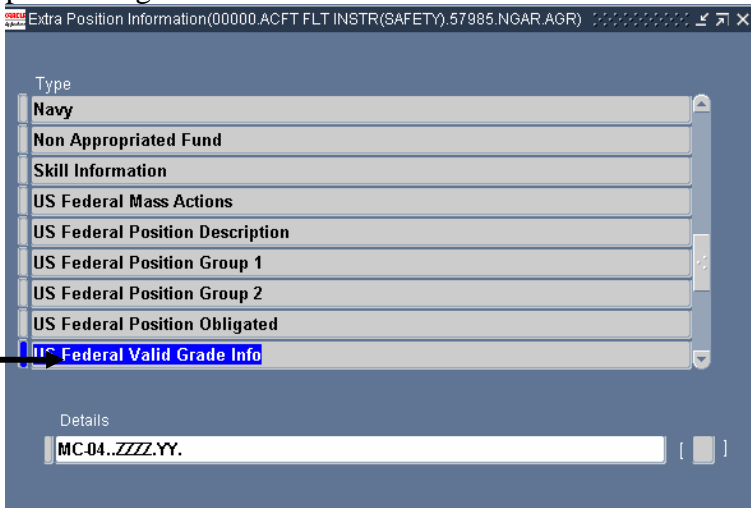

Building a China Lake Demo Position(continued)

Step	Action
8	<p>If you use the LOV in <i>Demo OGC</i> data field, the Demo OGC Flexfield opens. Select an Occupational Group Code for the position. Click the <OK> button.</p> 
9	<p>The Extra Position Information window opens with <i>Demo OGC</i> and <i>Sensitivity Criterion</i> data fields populated. All China Lake Demo positions (<i>Demo Location Code</i> = 1) require a SAC (Specialty Area Code). This information is found on the first page of the position description (also called a PAC for Demo). Some positions have multiple SACs, the “Primary” one must be the one that is entered in <i>Demo SAC</i>, e.g. 12 is a valid entry for any position.</p>
10	<p>If you want to change the default in <i>Sensitivity Criterion</i>, click the LOV and make a selection; e.g. “A.” Click the <OK> button.</p> 

Continued on next page

China Lake Demo - Position Actions, Continued

Building a China Lake Demo Position (continued)

Step	Action
10 (cont)	<p>The Sensitivity Criterion is changed.</p>  <p>Click <OK> and Save.</p>
11	<p>In the Extra Position Information Flexfield, select US Federal Position Group1 and US Federal Position Group2 and fill in the appropriate data fields.</p> <p> Note: Use the same values as GS positions. No Demo unique information is used except for Functional Code. Demo uses a subset of the OPM functional codes; so, be sure to use the one on the position description.</p>
12	<p>In the Extra Position Information Flexfield, click US Federal Valid Grade Info. Click the Details data field to input China Lake Demo pay plans and grades.</p>  <p> Note: Valid Pay Plan and Grade combinations are DA/DS/DT 00, 01, 02, 03 or DG 00, 01, 02, 03, 04, 05 or DP 00, 01, 02, 03, 04, 05. GS data is inappropriate. All data must be Demo Pay Plan(s) applicable to this demo.</p>
13	<p>Continue completing position build by following this section in the User Guide, to include Validating the Position section.</p>


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China Lake Demo – Personnel Actions

Purpose This section explains the steps for processing personnel actions unique to China Lake Demo employees.

See Also Module 3, Chap 1, Completing the RPA
Module 4, Chap 4, Processing Promotions/Change to Lower Grade (CLG)

- Personnel Actions**
- All RPA processes and OPM NOAs are used for this demo **except:**
 - 885 (Performance Award),
 - 892 (WGI).
 - 888 (WGI Denial).
 - **Pay Plans** are equal to DA, DG, DP, DS, or DT.
 - Any actions affecting pay (permanent or temporary) effective between 31 July and the October pay out are documented using an RPA. **The following data fields must be updated in the employee record** (Navigation Path: **People/Enter and Maintain/Special Information**):
 - Pay Plan,
 - Grade,
 - Step,
 - Performance Constraint Ind;
 - Increments Held,
 - Bonus Indicator,
 - Bonus Reason,
 - Percentage.
 - The following **NOAs** are used to document actions. The **Authority Code** for these NOAs is usually **ZLM 45 FR26504**.

NOAs	Explanation
L891	Merit Increase (when Demo Location Code is equal to a “1”)
L889	Performance Award (Bonus) (See Mod 5, Chap 3)
894	Pay Adjustment
899	Step Adjustment
3## 	Separations: Note: When a demo employee separates, OPM requires they be separated under the demo pay plan and that the separation action, no matter what type, documents the demo information. GS equivalencies are recorded in the remarks on these NPAs (SF50s).

China Lake Demo – Promotion

Purpose

This section explains how to process a promotion for a China Lake Demo employee. This information applies to both NOA 702 and 703. See Module 4, Chapter 4, Placement Actions, Section – Processing Promotions/Change to Lower Grade (CLG)

Before You Begin

The percentage of increase in salary on a China Lake Demo promotion is specified by the supervisor and can range in value from 0% to 10%. 10% is an absolute upper value and may not be exceeded, except in a case where the 10% exceeds the salary promoted to Step 1 of the new pay scale.

- All employees promoted with the Demo (i.e., from a Demo position to a Demo position) require input of the recommended percent promotion with the 702 or 703 action.



Note: The value to be entered is the supervisor's recommendation, not the actual percentage increase in salary. (The supervisor may have recommended 10%, but because of the need to pick a step that would not exceed 10%, the actual increase might be 7.80%. Enter the 10% recommended not the actual.)

- Enter it in the **Percentage** data field on the Extra Information window. The percentage promotion will be referenced by the mass payout in October. An erroneous value here can cause the employee's payout to either be incorrect or reject.

Initiating an RPA

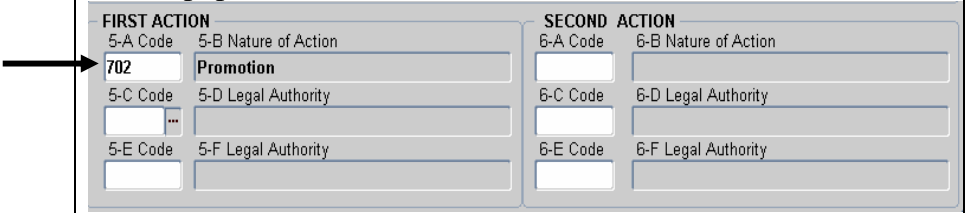
Follow these steps to process a promotion for a China Lake Demo employee.

Step	Action
1	<p>Navigation Path Request for Personnel Action Salary Change Promotion <Open></p>

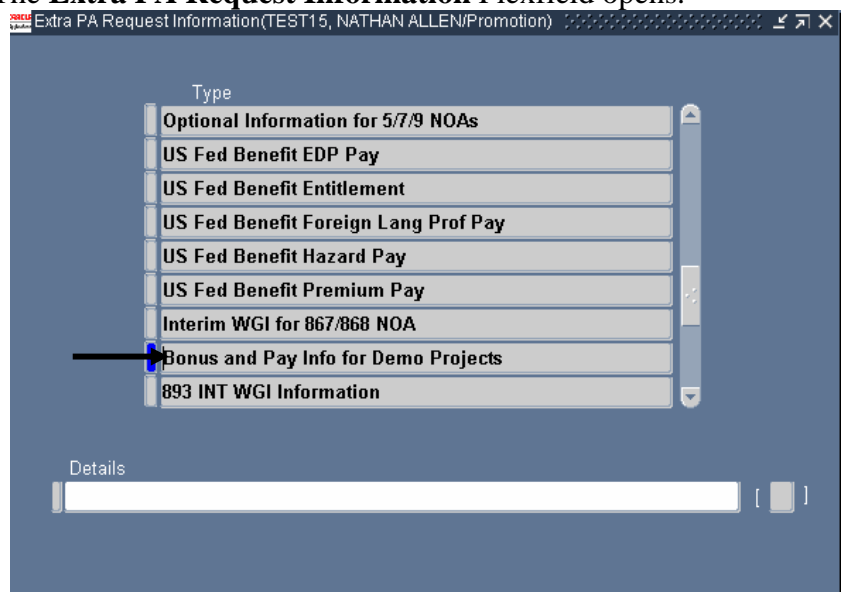
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China Lake Demo – Promotion, Continued

Completing the RPA (continued)

Step	Action
1	Follow the steps in Module 3, Chap 1, Completing the Request for Personnel Action for entering information.
2	<p>Enter the NOA in Block 5-A Code, i.e., 702. Block 5-B Nature of Action populates with Promotion.</p>  <p>The screenshot shows a form with two columns: FIRST ACTION and SECOND ACTION. Under FIRST ACTION, 5-A Code is 702, 5-B Nature of Action is Promotion, 5-C Code is empty, 5-D Legal Authority is empty, 5-E Code is empty, and 5-F Legal Authority is empty. Under SECOND ACTION, 6-A Code is empty, 6-B Nature of Action is empty, 6-C Code is empty, 6-D Legal Authority is empty, 6-E Code is empty, and 6-F Legal Authority is empty. An arrow points to the 702 in the 5-A Code field.</p>
3	Enter the Legal Authority Code in Block 5-C Code .

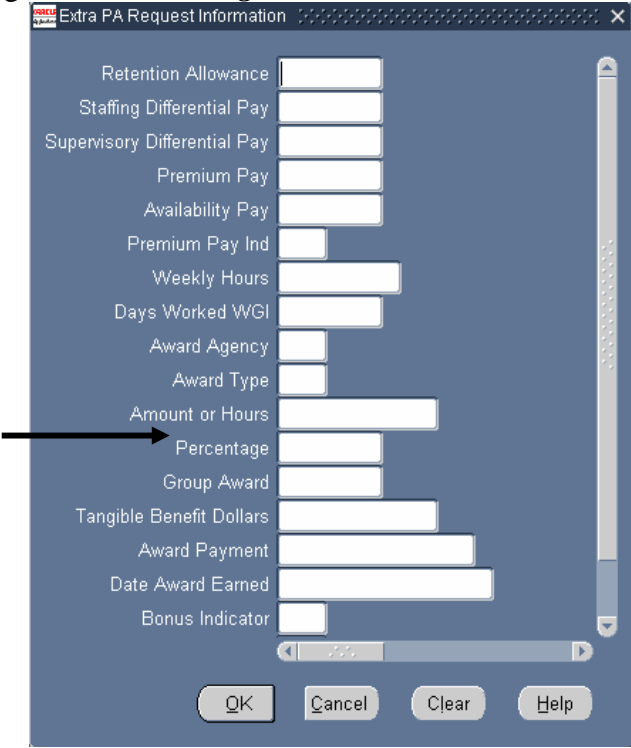
Entering the Supervisor's Recommended Percentage

Step	Action
1	<p>Click the <Extra Information> button at the bottom of the RPA. The Extra PA Request Information Flexfield opens.</p>  <p>The screenshot shows a window titled 'Extra PA Request Information(TEST15, NATHAN ALLEN/Promotion)'. It has a 'Type' section with a list of options. The list is expanded, showing: Optional Information for 5/7/9 NOAs, US Fed Benefit EDP Pay, US Fed Benefit Entitlement, US Fed Benefit Foreign Lang Prof Pay, US Fed Benefit Hazard Pay, US Fed Benefit Premium Pay, Interim WGI for 867/868 NOA, Bonus and Pay Info for Demo Projects (highlighted with an arrow), and 893 INT WGI Information. Below the list is a 'Details' section with a text input field.</p>

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China Lake Demo – Promotion, Continued

Entering the Supervisor's Recommended Percentage (continued)

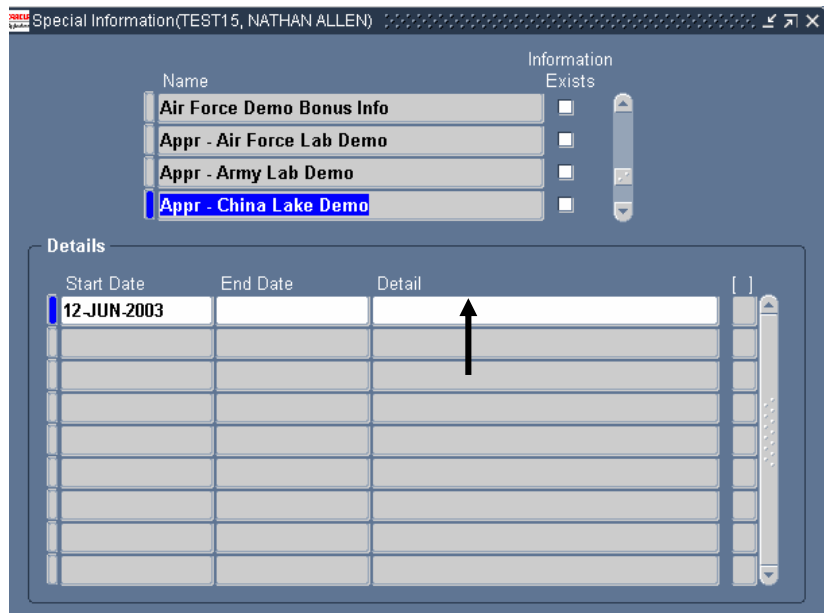
Step	Action
2	<p>Scroll down and select Bonus and Pay Info for Demo Projects – Click in the <i>Details</i> data field. The Extra PA Request Information window opens. Enter the supervisor's recommended percentage in the <i>Percentage</i> data field.</p>  <p>Click the<OK> button.</p>
4	Save and route the RPA to the Approving Official.

China Lake Demo – Appraisal Input

Purpose This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

Appraisal Input Upon accessing an employee to the system, the **US GOV PERF APPRAISAL** automatically populates only the date the first appraisal is due. The first appraisal is due immediately upon appointment.

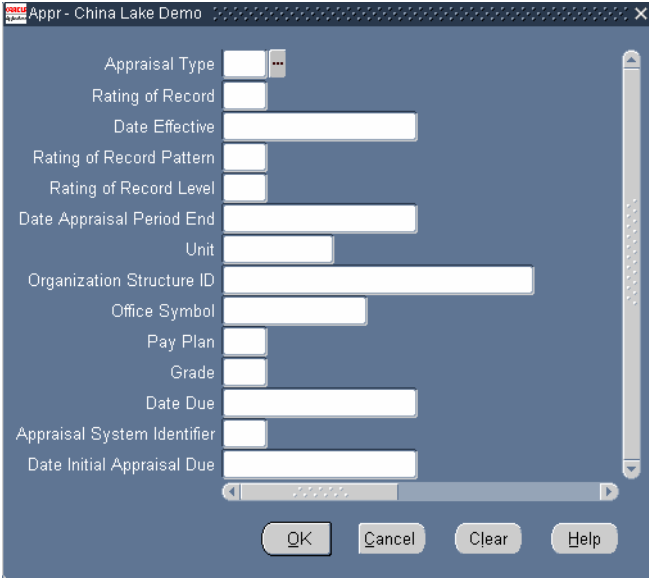

- All employees newly entered into the Demo (whether a new hire or a current non-Demo employee moving into a Demo position) require input of a Demo performance rating at the time they enter. This entry rating is **always** an "H" (Ineligible) rating effective the same day as the entry into Demo.
- When it is time to input the appraisal, **do not** enter it in the **US GOV PERF APPRAISAL** Flexfield.
- Enter it in **Appr - China Lake Demo** using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type.

Step	Action
1	<p>In the populated People window, click the <Special Info> button</p>  <p>Scroll down and select Appr - China Lake Demo. Click in the Details data field.</p>

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China Lake Demo – Appraisal Input, Continued

Appraisal Input (continued)

Step	Action
2	<p>The Appr - China Lake Demo window opens. Type in data or use the LOV. Click the <OK> button. The <i>Detail</i> data field populates with the data.</p> 
3	<p>Click the <i>Save</i> icon on the Toolbar. Using the data input, the system automatically populates the Fed appraisal area.</p>  <p>Note: The appraisal rating code, however, is converted from Navy alpha values to the equivalent OPM numeric values to flow to CPDF properly.</p>

China Lake Demo – Mass Appraisals

Purpose	See Module 5 Chapter 2 for the steps for processing mass appraisals for China Lake Demo employees.
<hr/>	
Before you Begin	<p>HR personnelists at China Lake and HRSC-SW (San Diego, CA) are jointly responsible for the input and execution of the mass appraisal load process:</p> <ul style="list-style-type: none">• The HRSC-SW is responsible for the execution of the mass appraisal process.• The China Lake HRO is responsible for providing the ASCII file of performance data necessary for the HRSC-SW to process the mass appraisal upload.

China Lake Demo – Mass Payout

Purpose

This section explains how to process a Mass Payout. The yearly Demo Mass Payout process occurs outside the RPA process and is processed by the personnel office only.

- Line Managers and supervisors have no responsibility for accomplishing the China Lake Demo payout.
- HR personnelists at China Lake and HRSC-SW (San Diego, CA) are jointly responsible for the input and execution of the payout:
 - The HRSC-SW is responsible for the execution of the mass payout process.
 - The China Lake HRO is responsible for providing the up-dated pay information necessary for the HRSC-SW to process the manual payout actions.



Note: All bonuses, except for individual ones, are an integral part of the mass payout and will automatically generate by this routine with *NOA L889* and *Auth Code ZLM 45 FR26504*.

Mass Payout

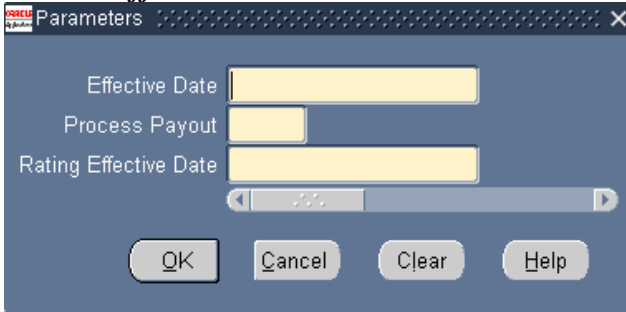
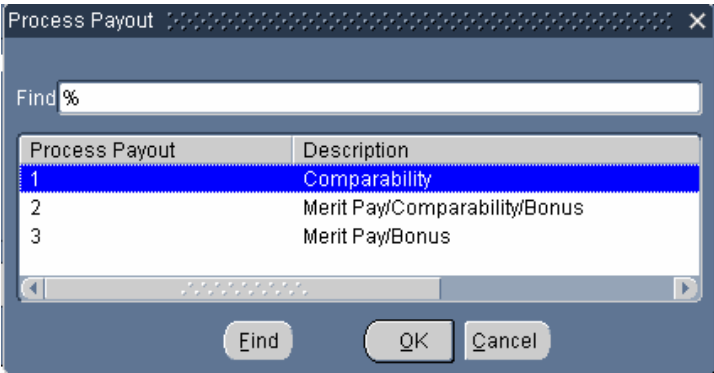
For detailed information, follow the steps outlined in Module 1, Fundamentals of the DCPDS, Chapter 8, Reports Section, Submitting Report and Requests.

Step	Action
1	Navigation Path ▢ <i>Processes and Reports</i> ▢ <i>Submit Processes and Reports</i> ▢ <Open> . The Submit a new Request window opens. Click the <OK> button
2	Place your cursor in the Name data field and click the LOV. The Reports window opens with a list of available reports. <div data-bbox="597 1276 1393 1810" data-label="Image"> </div>

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China Lake Demo – Mass Payout, Continued

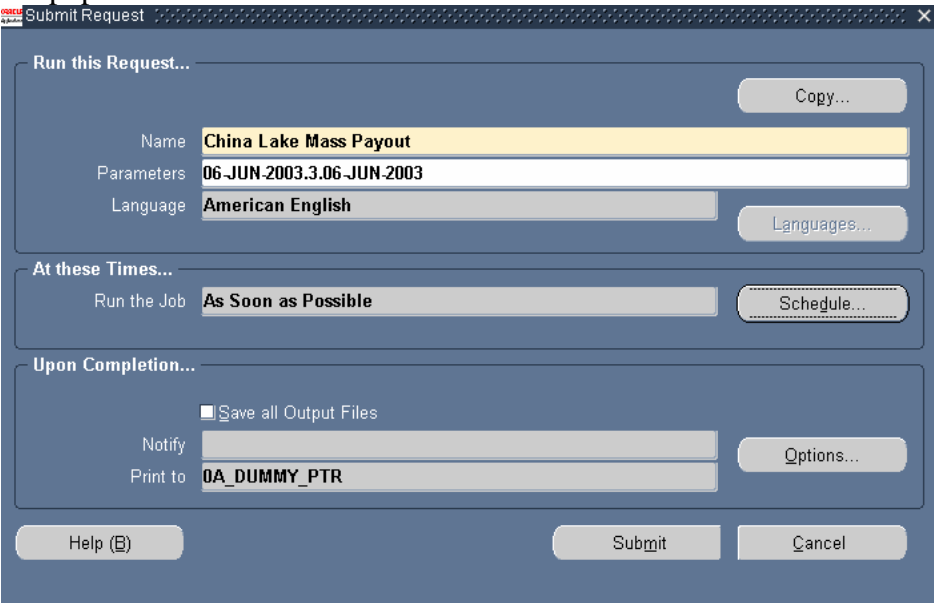

Mass Payout (continued)

Step	Action								
3	Select China Lake Mass Payout . Click the <OK> button.								
4	<p>The Parameters Flexfield opens:</p> <p>Enter a date in the <i>Effective Date</i> data field.</p> 								
5	<p>Click in the <i>Process Payout</i> data field. The Process Payout Flexfield opens:</p> 								
6	<p>Select an option:</p> <table border="1"> <thead> <tr> <th>Process Payout</th><th>Description</th></tr> </thead> <tbody> <tr> <td>1 Comparability</td><td>Identifies the January payout when only comparability is being done.</td></tr> <tr> <td>2 Merit Pay/Comparability</td><td>Provided in the event Congress changes the pay dates in the future and all pay changes occur on the same date.</td></tr> <tr> <td>3. Merit Pay/Bonus</td><td>Used in October when only merit increase and bonuses are being done.</td></tr> </tbody> </table>	Process Payout	Description	1 Comparability	Identifies the January payout when only comparability is being done.	2 Merit Pay/Comparability	Provided in the event Congress changes the pay dates in the future and all pay changes occur on the same date.	3. Merit Pay/Bonus	Used in October when only merit increase and bonuses are being done.
Process Payout	Description								
1 Comparability	Identifies the January payout when only comparability is being done.								
2 Merit Pay/Comparability	Provided in the event Congress changes the pay dates in the future and all pay changes occur on the same date.								
3. Merit Pay/Bonus	Used in October when only merit increase and bonuses are being done.								
7	Click <OK> and the Parameters Flexfield opens again with the <i>Process Payout</i> data field populated.								

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China Lake Demo – Mass Payout, Continued


Mass Payout (continued)

Step	Action
8	<p>Click the <OK> button and the Submit Requests window opens with the populated data.</p> 
9	<p>In the Print Options Area:</p> <ul style="list-style-type: none"> In the Copies data field, enter “0.” The China Lake Demo uses the 0customized SF50 that is automatically generated by the system. If you enter a value other than “0,” you will still receive the customized SF50 and will also receive the number of copies of the Federal SF50 you entered in the field. <p> Note: The Federal SF50 does not print correctly for Demo grade “0A.” Entering a value other than “0” for the number of copies will result in bad SF50s for these employees.</p> <ul style="list-style-type: none"> To change the printer settings, place the cursor in the Printer data field, and click the LOV to select a printer other than the one displayed (some requests may have a required printer option that you cannot change).

Continued on next page

China Lake Demo – Mass Payout, Continued

Mass Payout (continued)

Step	Action
10 	<p>Click the <Submit> button.</p> <p>Note: The system retrieves the data for all employees and:</p> <ul style="list-style-type: none"> • Creates an RPA process. • Outputs the customized NPA (SF 50) instead of the Fed (NPA). • China Lake does not use Roman numerals for the grade. • Outputs a payroll record and any other required interface records. • Updates the employee record. <p>Once the process has completed, the Demo NPAs can be printed.</p>

Demo Bonuses

The China Lake Demo Bonuses are an integral part of the performance appraisal process. They:

- Are fully integrated with performance and are always given at the same time.
- Must be given with the performance appraisal that occurs at the end of the annual performance cycle and at no other time during the year.
- Date specific. They have the same effective date as the performance rating and **do not** carry over from year to year.
- Are received as an award only in the year it is given.



Note: Requested future system change requests have been submitted to add data elements for **Bonus** and **Bonus Reason** to the **People/Enter and Maintain/Extra Information/Navy Unique Information**.

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China Lake Demo – Individual Payouts

Purpose

This section explains the four types of individual payout actions that may be necessary for China Lake Demo employees:

Type of Individual Payouts	Explanation
L889 Performance Award	Used for Bonus Performance Award with <i>Authority Code</i> of ZLM 45 FR26504. These are only given at the time of the October payout.
L891 Merit Increase	Used for the salary increases associated with performance rating of A, B, C, D, or E which occur in January and October.
894 Pay Adjustment	Used for the salary increases associated with performance rating of H which occur in January.
899 Step Adjustment	Used to set the step of an employee who receives a performance rating of G to 00 when no change in salary occurs as a result of the January payout.

Before you Begin

To input the payout actions manually, one by one:

- Complete all four pages of the RPA first.
- Do the Extra Information last.
- Route the RPA and save it to HR.
- Take out the “X” in the *Print Notification* area and click the <OK> button for approval.



Note: Some reject messages on demo-unique items display at this point:

Example: “You are not authorized to use an NOA 892 or 893.” Follow the steps in Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Completing the RPA, or use the following quick guide:

Performance Award

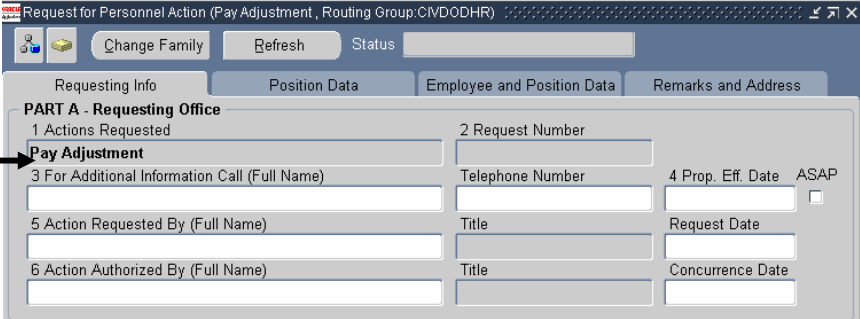
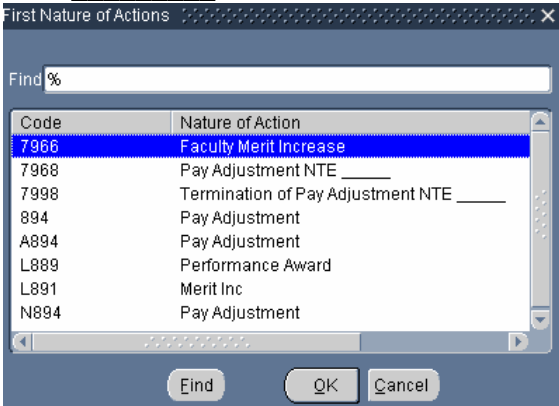
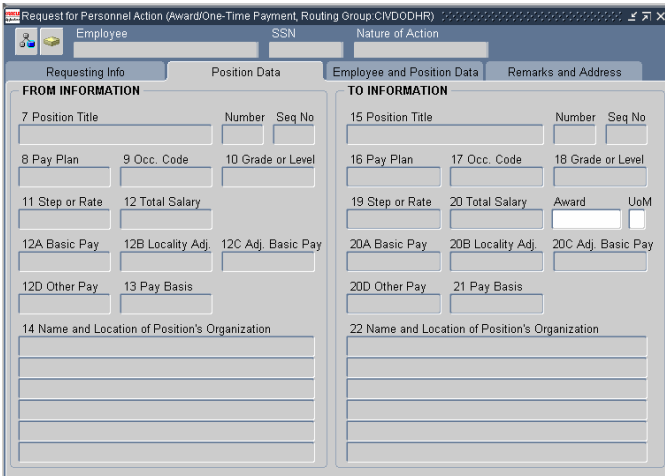
Follow these steps to process a Bonus Performance Award for a China Lake Demo employee:

Step	Action
1	Navigation Path <input type="checkbox"/> <i>Request for Personnel Action</i> <input type="checkbox"/> <i>Salary Change</i> <input type="checkbox"/> <i>Pay Adjustment</i> <Open>

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China Lake Demo – Mass PayoutIndividual Payouts, Continued

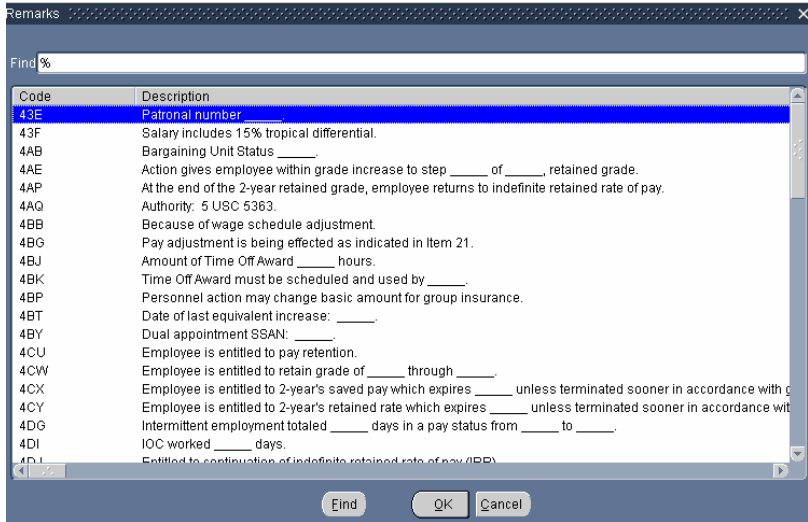
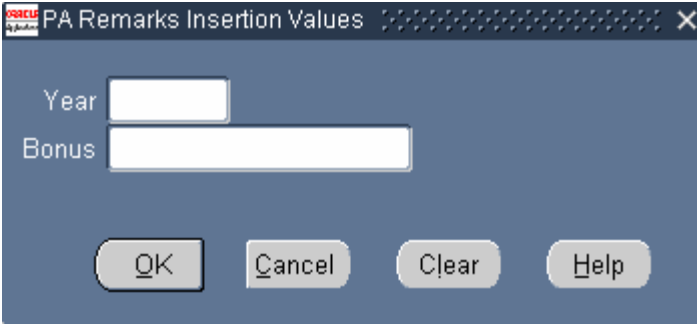
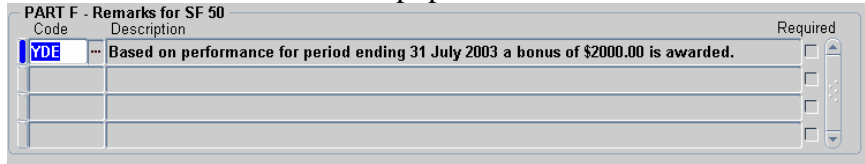
Performance Award (continued)

Step	Action
2	<p>Page 1 of the RPA opens with Actions Requested data field populated with Pay Adjustment. Complete the remaining white data fields following the instructions in Module 3, Processing Requests for Personnel Actions.</p> 
3	<p>In Part B- First Action 5-A Code, enter L889 (??) or use the LOV and select _____:</p> 
4	<p>Page 2 opens. Enter the amount of the Performance Award in the Award data field, i.e., dollar amount and M (for money) in the Unit of Measure data field.</p> 

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China Lake Demo – Mass Payout Individual Payouts, Continued

Performance Award (continued)

Step	Action
5	<p>The two data fields populate and Page 3 opens. No action is required. The data fields are populated. Click the Remarks and Address tab to display Page 4. With your cursor in Part F – Remarks for SF 50, click the LOV. Select the appropriate Code. Click the <OK> button.</p> 
6	<p>Fill in the Year and Bonus Amount (no dollar sign) data fields on the PA Remarks Insertion Values window:</p> 
7	<p>Part F – Remarks for SF 50 is populated.</p> 
8	<p>Save and route the RPA. A message Box opens with the assigned RPA Request Number. Click <OK></p>

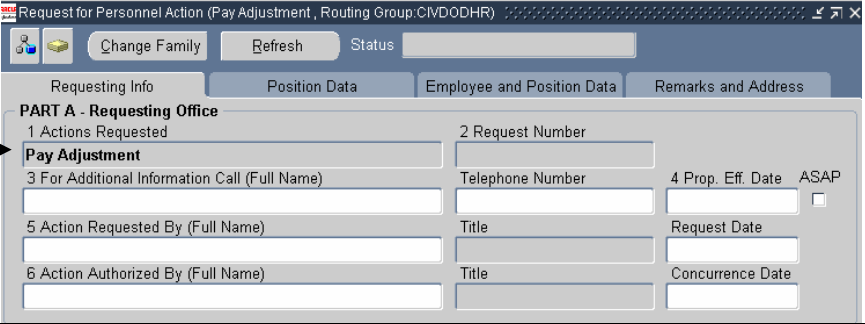
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China Lake Demo, Individual Payouts, Continued

Performance Award (continued)

Step	Action
7	Click <Extra Information> on the RPA. The Extra PA Request Information Flexfield opens.

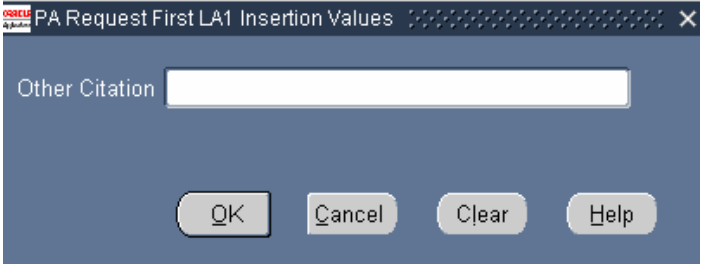
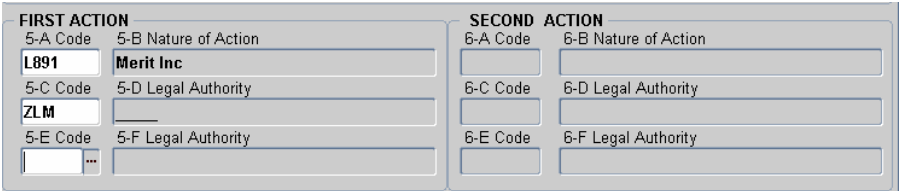
Merit Increase Follow these steps to process a Merit Increase for a China Lake Demo employee:

Step	Action
1	<p>Navigation Path Request for Personnel Action Salary Change Pay Adjustment <Open>. The RPA opens with Pay Adjustment in Block 1 Actions Requested:</p> 
2	Complete Part A – Requesting Office Region.
3	Click in the Name data field, click the LOV, and select the employee's name or type in the information.
4	Type L891 in Block 5- A . Block 5-B populates with “Merit Increase.”

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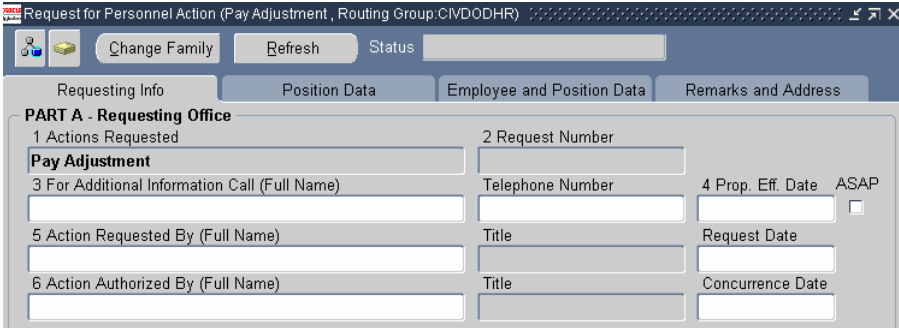
China Lake Demo – Mass Payouts, Continued

Merit Increase (continued)

Step	Action
5	<p>Type ZLM in Block 5-C. With the cursor still in Block 5C, press the [Tab] key. The PA Request First LA 1 Insertion Values window opens. In the Other Citation data field, type “45 FR26504.” Click <OK>.</p>  <p>Data field 5-D Legal Authority populates:</p> 
6	Continue with the remaining steps to complete the RPA.

Pay Adjustment

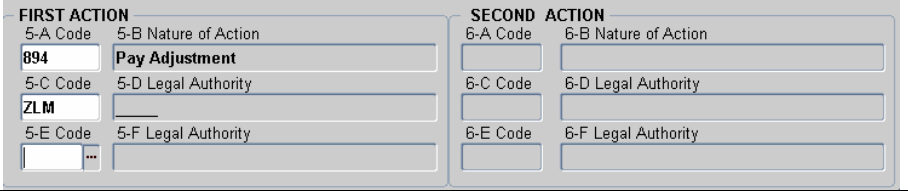
Follow these steps to process a pay adjustment for a China Lake Demo employee:

Step	Action
1	<p>Navigation Path Request for Personnel Action Salary Change Pay Adjustment <Open>. The RPA opens with Pay Adjustment in Block 1 Actions Requested data field of PART A – Requesting Office Region:</p> 
2	Complete Part A – Requesting Office Region.

Continued on next page

China Lake Demo – Mass Payout, Continued

Pay Adjustment (continued)

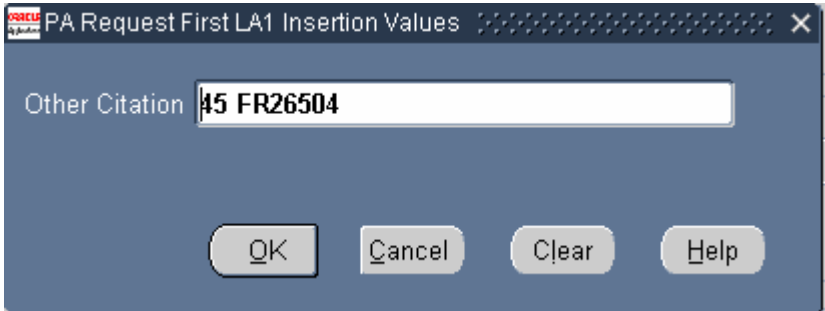
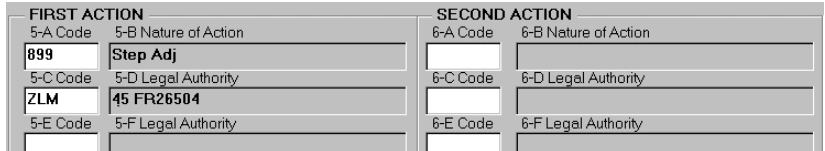
Step	Action
3	Click in the <i>Name</i> data field of Part B – For Preparation of SF50 Region. Click the LOV and select the employee's name or type in the information
4	Type 894 in Block 5-A of the FIRST ACTION Region. 
5	Continue to complete the RPA and Save it.
6	To print the NPA (CUSTOM DEMO SF-50), you must: <ul style="list-style-type: none"> Click the “X” in the Box next to Print Notification to deselect Fed version NPA. Select “Approval.” Click the <OK> button to automatically print the custom NPA. The Demo Pay Plan should print on the NPA FROM and TO INFORMATION Region, Pay Plan data fields as appropriate for the NOA. The grade should print as an Arabic numeral in the FROM and TO INFORMATION Region, Grade data fields as appropriate for the NOA. China Lake does not use Roman numerals for grades; Grade “00” prints on the NPA as “0A.”

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China Lake Demo – Mass Payout, Continued

Step Adjustment

Follow these steps for processing a Step Adjustment for a China Lake Demo employee:

Step	Action
1	<p>Navigation Path Request for Personnel Action Salary Change Step Adjustment <Open>. The RPA open with 5-B Nature of Action populated with “Step Adj.”</p> <p>Type ZLM in 5-C Code data field. With the cursor still in data field Block 5-C, press the [Tab] key. The PA Request First LA 1 Insertion Values window opens.</p>  <p>In the Other Citation data field, type 45 FR26504.</p> <p>Click the <OK> button. Data field 5-D Legal Authority populates.</p> 
2	On Page 2 of the RPA, type in the new step in data field 19 – Step or Rate .
3	Continue with the remaining steps to complete the RPA.

(Go to <Extra Information> to update the employee’s record?)

China Lake Demo – Locality Pay

Purpose

The section describes how Locality Pay is maintained for China Lake Demo employees:

Locality Pay:

- Maintained in a separate data field like all other employees.
- Amounts and percentages/retained percentages are stored in employee and position records the same as for GS employees.
- OPM established locality rates serve as anchors to the Demo Project pay bands.
 - This logic applies only to the **China Lake Naval Air Warfare Center, Weapons Division Demonstration Project** (when *Demo Location Code* is equal to “1” and *Pay Plan*/future dated *Pay Plan* equals DA, DG, DP, DS, or DT)
 - Except for special rates, the top and bottom of the demo Pay band will not exceed the established OPM Locality Rate for the area the demo project is located in.
 - Due to differences between the computation methods for demo project pay scales and GS pay scales, there may be variations in the locality amount for the steps within the demo pay scale from what might be expected under pure GS rules.
 - These fields flow to the **DCPS Payroll 500** – character record in the same manner as for GS positions/employees.
 - When an edit or routine references *locality pay* for Demo Project positions, the system looks up the value on the correct salary table or computes the value based on the *Pay Table ID*.
 - Examples:
 - For employees on **pure** locality scales (*Pay Table ID* equal to M000), the basic salary is looked up off the pay table, but the locality amount and adjusted basic salary are computed by the system.
 - For employees on **other than pure** locality scales (*Pay Table ID* is **NOT** equal to M000), all of the salary values are on the pay table and all elements of their pay are system generated from the pay table.
 - The Value of a Bonus (B) is equal to one increment (1). This is computed by finding the difference between Increment 2 and Increment 1 of the payable salary for the subject Demo pay band.



Note: China Lake Demo **does not** include retained grade, only retained pay; therefore, it is not necessary to look at or perform any calculations against the retained grade area.

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China Lake Demo – Non-Payout Actions

Purpose

Employees who	Condition	Action
Are entitled to pure Locality Pay	If Demo Location Code is equal to “1” and the employee is entitled to pure Locality Pay (Locality Percent is greater than 0000 and Pay Table ID is equal to M000	The system will multiply basic pay times the locality percent to determine the locality amount.
Receive other than pure Locality Pay	If Demo Location Code is equal to “1” and the employee is entitled to pure Locality Pay (Locality Percent is greater than 0000 and Pay Table ID is equal to M000.	<ul style="list-style-type: none"> • If the current or new step is not equal to “00” then the new values for Basic Salary, Locality Amount, and Adjusted Basic Salary are determined by the system looking up the new salary key on the China Lake Pay Table and updating the elements in the employee record. • If the current or new step is equal to 00, then the new values for Basic Salary, Locality Amount, and Adjusted Basic Salary must be manually input.
Are not entitled to Locality Pay	And Demo Location Code is equal to “1” and the employee is not entitled to local pay.	The Adjusted Basic Pay is the same as the Basic Pay and the system looks it up on the pay table.